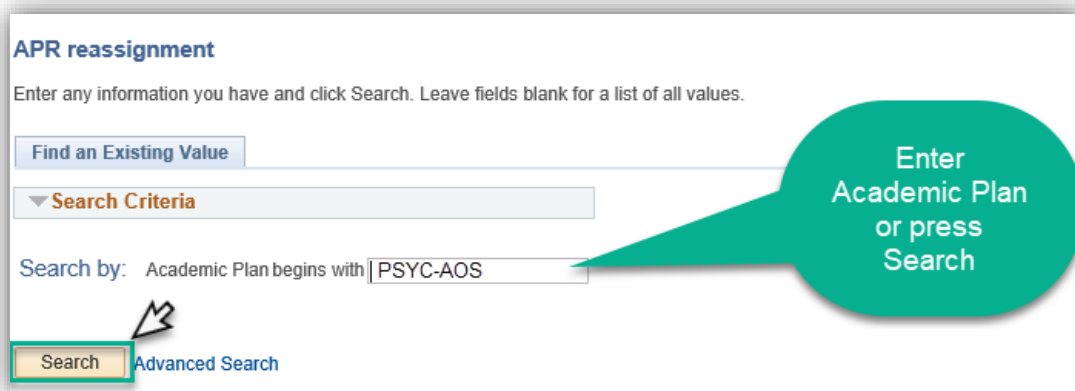


All “active” thesis-based graduate students registered during the winter term will be required to submit the Annual Progress Report (APR) annually online. Annual Progress Reports require sequential contribution from the student, supervisor, and graduate program director.

Graduate Program Administrators have the ability to reassign Annual Progress reports to a designate or alternate Supervisor or Graduate Program Director when required.

Graduate Program Administrators will receive email notification advising when reports require reassignment.

1. Click the **Records and Enrollment** link.
[Records and Enrollment](#)
2. Click the **Student Term Information** link.
[Student Term Information](#)
3. Click the **GS Annual Progress Report** link.
[GS Annual Progress Report](#)
4. Click the **APR reassignment** link.
[APR reassignment](#)
5. Enter the Academic Plan into the begins with field (e.g. PSYC-AOS). To see a list of all programs where reassignment is required, leave the field empty. Click the **Search** button.



APR reassignment

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Academic Plan begins with

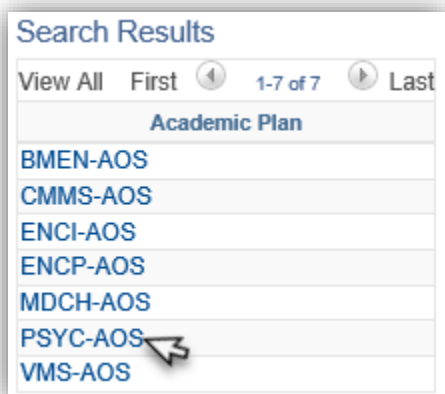
[Search](#) [Advanced Search](#)

Enter Academic Plan or press Search

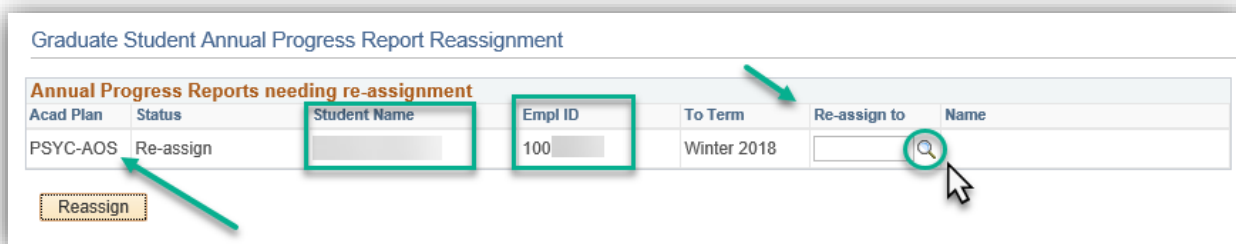
Reassign the Annual Progress Report

SA – Graduate Programs

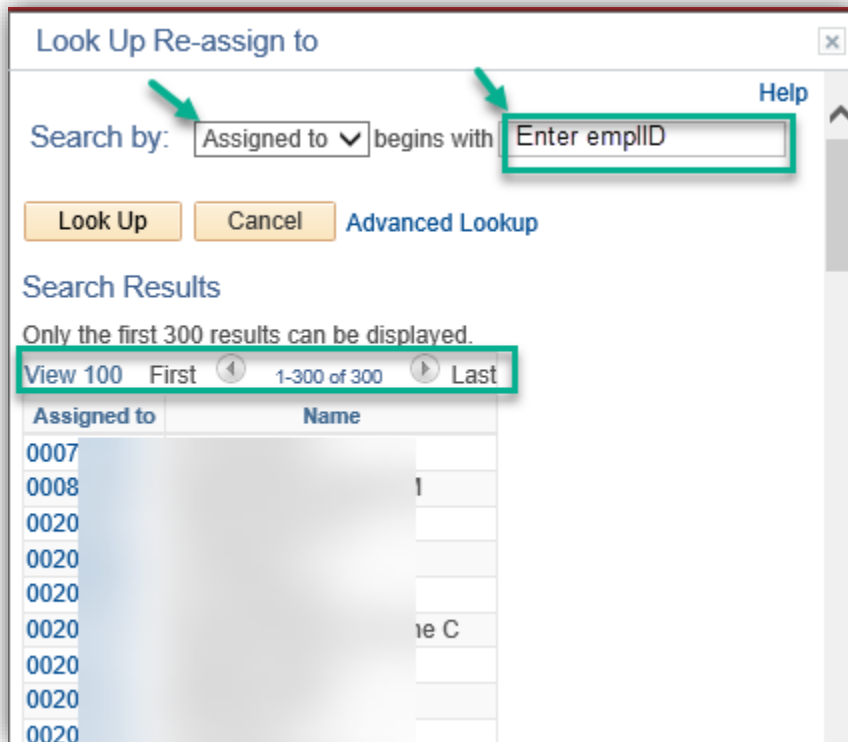
6. Click the relevant program from the list of Academic Plans (e.g. PSYC-AOS). Click the **PSYC-AOS** link.



7. This will open a list of all students in that program who require their APR to be reassigned. For this example there is only one listed. *For FOIP reasons, some information has been removed.* Click the **Look up Re-assign to** button.



8. A list of Supervisors/GPD's display. If you know the emplID (UCID) number of the Supervisor/GPD you wish to reassign the report to enter it in the begins with field. Alternately, you can search for the name. Click the **Search by** list.



Look Up Re-assign to Help

Search by: **Assigned to** begins with

Look Up **Cancel** **Advanced Lookup**

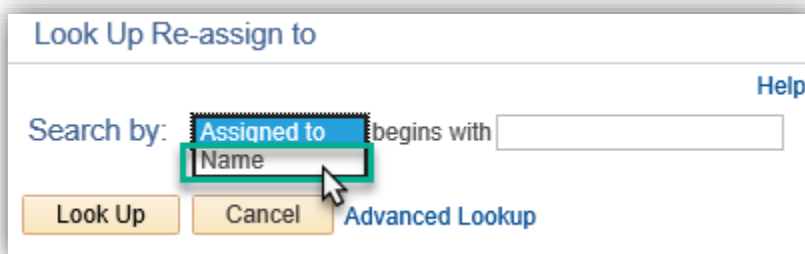
Search Results

Only the first 300 results can be displayed.

View 100 **First** 1-300 of 300 **Last**

Assigned to	Name
0007	
0008	I
0020	
0020	
0020	ie C
0020	
0020	
0020	
0020	

9. If you do not know the emplID (UCID) number of the Supervisor/GPD you wish to reassign the report to click the Assigned to drop down menu, and select name. Click the **Name** list item.



Look Up Re-assign to Help

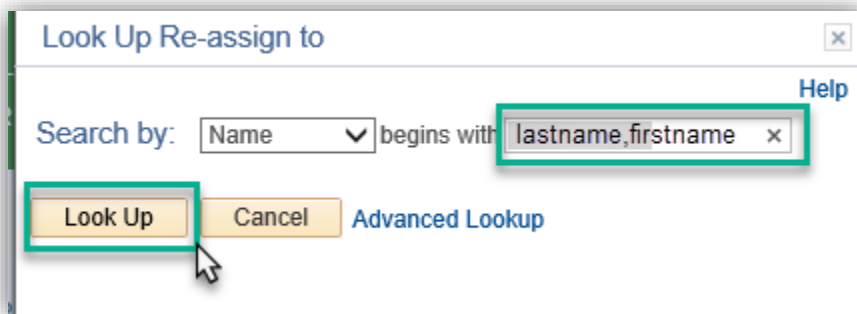
Search by: **Assigned to** begins with

Look Up **Cancel** **Advanced Lookup**

Reassign the Annual Progress Report

SA – Graduate Programs

10. Enter the name of the supervisor exactly as lastname,firstname (no space after comma). Once correct name displays, press Lookup. Click the **Look Up** button.

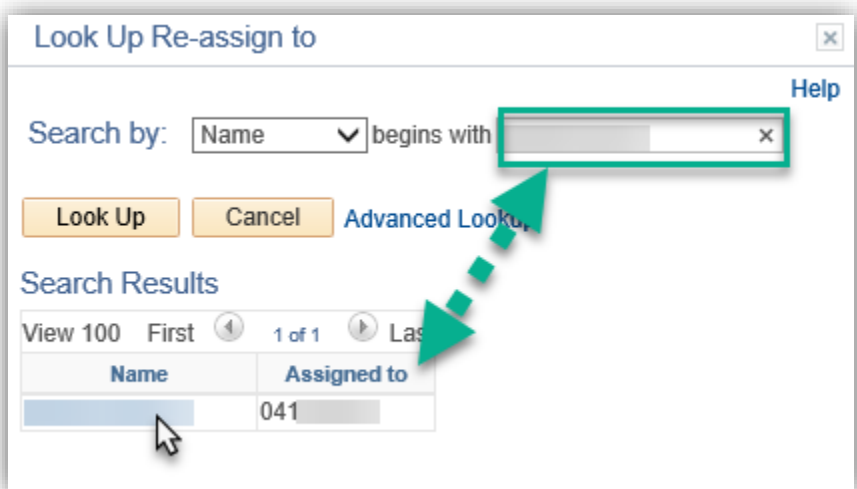


Look Up Re-assign to

Search by: Name begins with lastname,firstname

Look Up Cancel Advanced Lookup

11. The correct Supervisor/GPD will display. Click the **Name** button.



Look Up Re-assign to

Search by: Name begins with

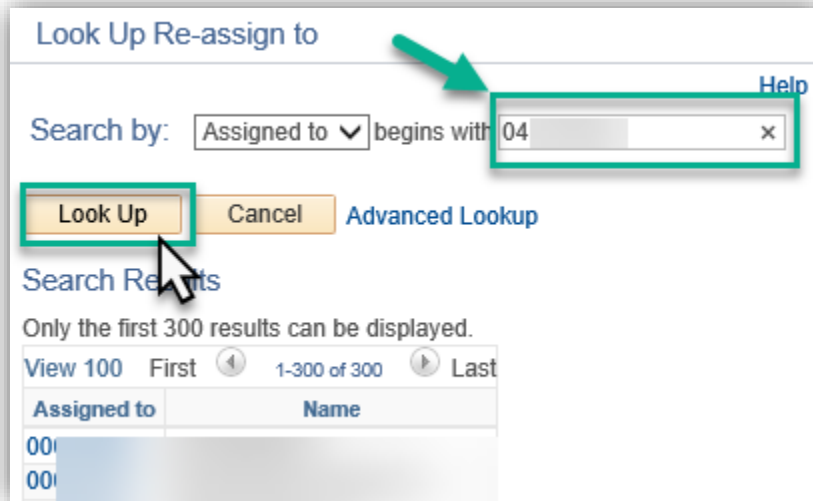
Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Name	Assigned to
	041

12. Otherwise, enter the emplid number for the supervisor in the begins with field. Click the **Look Up** button.



Look Up Re-assign to Help

Search by: Assigned to ▾ begins with 04 x

Look Up Cancel Advanced Lookup

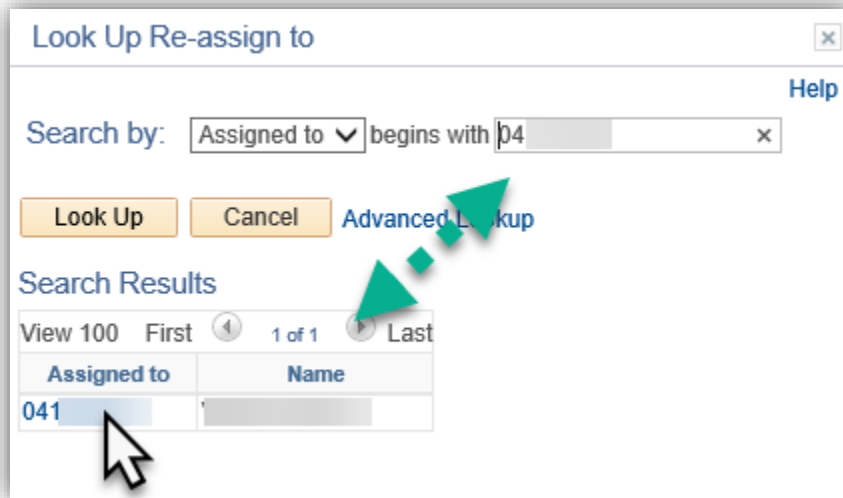
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Assigned to	Name
001	
001	

13. The Supervisor/GPD will display. Click the **Name** link.



Look Up Re-assign to Help

Search by: Assigned to ▾ begins with 04 x

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Assigned to	Name
041	

Reassign the Annual Progress Report

SA – Graduate Programs

14. After clicking the Reassign button, the designated Supervisor or Graduate Program Director will receive an email notification indicating they are the designated alternate to action this report. Click the **Reassign** button.



For the corresponding online learning, consult the student administration training website.

End of Procedure.